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DCI/ICS 82-3510

2 February 1982

MEMORANDUM FOR:

[REDACTED]
Chief, Administrative Staff, ICS

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FROM:

[REDACTED]
Acting Director, Office of Program and Budget
Coordination

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SUBJECT: Evaluation of NBI Word Processors

REFERENCE: Your memo, DCI/ICS 82-4717, dated 19 January 1982,
same subject

1. At the present time, this office has five (5) Burroughs and one (1) NBI word processors in use. All six secretaries have accomplished training on both machines and unanimously agree that the NBI is the superior and cheapest of the two. The training received on NBI operation was excellent. During this training, all were impressed with the following NBI advantages:

- Less coding on the NBI machine leaves less room for error;
- Changing paragraphs around can be accomplished either forward or backward through the document (not quickly done on the Burroughs);
- Prompts, which continually show on the NBI screen, make recording documents virtually error-free;
- Color and eye-level height of NBI's screen is easier on the operator when used for long periods of time;
- Recording is accomplished while typing, page after page continuously, not afterward as on the Burroughs, thus alleviating the opportunity to "lose" a page here or there;
- When editing and adding additional numbered paragraphs, all future paragraphs can be automatically renumbered (not able to do same on the Burroughs);
- Printing of one page may be done while typing on another page at the same time;

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- Special items, such as Table of Contents, Indexes, etc., can be automatically typed with little effort and less incidence of error; and,
- Directories of the NBI can be more detailed, enabling the operator to identify material readily. Three types of Directories are available on the NBI:

Names only (automatically alphabetized);

Standard directory (name, how often printed, how often revised, etc.); and,

History, which tells you all about the files-- created, when and how many times printed, when and times revised, author, typist, time it takes to print, document length, etc.

2. It must be acknowledged that no typewriter or word processor is an "easy" one when typing large, statistical charts as this office is often called upon to do. One machine is as "good" as another in this chore.

3. Looking forward, the NBI machine will be the most predominant machine used in the Agency. If this Staff were to have a uniform word processor, the NBI should be considered for ease of retyping from one office to another, whether by duty secretaries or by passing disks from one place to another when a large project (such as budget issues) is being assembled in one office yet typed in several.

4. Since the NBI word processor can be hooked into the central computer system, in the future messages could be directed from one office to another without couriers, WASHFAXing, etc., simply by typing on the NBI. It is also understood that special packages, such as a records management package, can be adopted to give each office the capability of tracking incoming actions, actions completed, outgoing replies, creating status reports, etc.

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5. In the past month the NBI has been used continually in preparing a large report. The only maintenance problem which arose was when a contractor from another office requested access to the machine and turned it off improperly (blowing the machine's batteries). One problem to be avoided--if we are to use this NBI word processor, only NBI diskettes should be ordered. If cheaper diskettes are used, the entire disk is lost as soon as 50% of the diskette is recorded. This necessitates retyping and does not save time or money.

6. The only problem encountered by this office involving the NBI is that we need five (5) more NBI word processors as soon as possible (before training has been forgotten). Something should be done to enable all office machines, at least in OPBC, to be interchangeable.



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